



P & P NO.
7-11

EFFECTIVE DATE
March 12, 2015

SUPERSEDES NO.
New

PREPARED BY
Business Development Manager

SUBJECT
Non-Revenue Vehicle Pass

APPROVED BY
General Manager

I. PURPOSE

To establish when and how Non-Revenue Passes for vessel employee vehicles may be authorized, issued, and used.

II. POLICY

It is the Alaska Marine Highway's policy that a non-revenue pass will be made available for vessel employee vehicles as authorized per current labor contracts for free space available travel.

III. ORGANIZATIONS AFFECTED

JRCC, All Terminals, All Vessels

IV. REFERENCES

P&P 4-1 Ticket Sales & Authorization
P&P 7-1 Annual Pass
Reservation Management System Procedure Manual

V. FORMS

[7-11A Non-Revenue Vehicle Pass Request](#)
[7-11B Non-Revenue Vehicles – Car Deck Manifest](#)

VI. DEFINITIONS

Confirmed Space: Confirmed space is a term used to describe a normal booked reservation on the Marine Highway which guarantees that space (passenger, vehicle, or cabin) will be available.

Pass: A document that allows the bearer to travel at a reduced rate. Various types exist.

Personal Automobile: An employee's personal automobile is defined as: an automobile used as a daily or personal conveyance by the employee with vehicle length not to exceed 23 feet, (for members of IBU or MEBA unions) or 30 feet, (for members of MM&P union) and having a registered gross vehicle weight of 7,200 pounds or less. The 7,200 pound vehicle limit approximately equals all current standard vehicles 23 feet or less in length. Any vehicle in excess of 23 feet in length shall be required to have a weight slip prior to acceptance for transport. The automobile must be registered in the employee's name, must be for the employee's personal use and not intended for resale within a period of one year.

Space Available: The pass holder or vehicle does not have a guaranteed space reservation and will be accommodated only if there is space available after all State vehicles and cargo have been loaded. Travel may be interrupted and the vehicle forced to disembark short of the destination to accommodate State business.

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|--------------------------|----------------------|-------------|
| SUBJECT | P & P NO. | PAGE |
| Non-Revenue Vehicle Pass | 7-11 | 2 of 3 |

VII. RESPONSIBILITIES

- A. General Manager (or designee):
 - 1. Authorizes issuance of non-revenue vehicle pass.
- B. Vessel Employee:
 - 1. Reads and understands policies and procedures relating to the use of non-revenue passes.
 - 2. Completes Form 7-11A Non-Revenue Vehicle Pass Request and submits the form to the Master or designee, usually the Purser.
- C. Ketchikan Central Office Pass Desk Office:
 - 1. Answers questions about the Non-Revenue Pass Program.
 - 2. Receives and files manifests and Non-Revenue Vehicle Pass Requests.
- D. Vessel Master or Designee:
 - 1. Checks and verifies information on Form 7-11A Non-Revenue Vehicle Pass Request forms received from vessel employees.
 - 2. Checks and verifies Non-Revenue Pass proof of vehicle ownership.
 - 3. Submits Form 7-11B Non-Revenue Vehicle – Car Deck Manifest and copies of all 7-11A Non-Revenue Vehicle Pass Requests by fax or email to the Ketchikan central office pass desk prior to departure.

VIII. PROCEDURE

- A. General Guidelines:
 - 1. Non-Revenue Passes are issued when an employee is transporting their personal automobile on a vessel that is in non-revenue sailing status as it transits to a different region or while transiting to or from shipyards.
 - 2. The Non-Revenue Pass only allows free space available travel. Pass transportation on a space available basis does not allow for advanced reservations. Travel may be interrupted and the vehicle forced to disembark short of the destination to accommodate State business.
 - 3. Only personal automobiles, which are registered and licensed by the State of Alaska in accordance with State statutes, may be listed or transported on a Non-Revenue Pass.
 - 4. No other personal cargo, freight, automobiles, trailers, etc. are allowed to be transported on a non-revenue voyage.
 - 5. Violation of these procedures will be deemed sufficient justification for revocation of future pass privileges and possible employee disciplinary action.

| SUBJECT Non-Revenue Vehicle Pass | P & P NO. 7-11 | PAGE 3 of 3 |
|-------------------------------------|-------------------|----------------|
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B. Non-Revenue Pass Request:

1. The vessel employee shall complete Form 7-11A Non-Revenue Vehicle Pass Request.
2. The vessel employee shall submit the completed form to the vessel master or their designee, usually the purser, of the vessel making the non-revenue voyage..
3. Non-Revenue pass requests for travel must be submitted at least 48 hours prior to intended travel in order to process requests.
4. Non-Revenue pass requests for travel on weekends must be submitted by Wednesday and holidays will require additional minimum advance request time.
5. The vessel master or designee shall submit the Non-Revenue Vehicles - Car Deck Manifest (Form 7-11B) and copies of all associated Non-Revenue Vehicle Pass Request s (Form 7-11A) to the Ketchikan Central Office Pass Desk prior to departure on the non-revenue voyage.

IX. ANNUAL REVIEW DATE / LEAD REVIEW

This P&P will be distributed to the Business Development Manager for review on April 1, 2016.